

Sanitized - Approved For Release  
CIA-RDP70-00211R000200100109-7

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Report for Week Ending 2 May 1956  
from  
FORMS MANAGEMENT BRANCH

Numbered Projects

25X1A9a

4-85 - Information Reports Study

1. Printed copies of Forms lk, lk-1 and lk-2, Teletyped Information Report, Continuation, and Transmittal respectively were received last week. Sample copies are attached. These combination H/M - Record Copy Sets are the first to incorporate the new black, silicone overcoated, hectograph carbon master units. DD/P plans to install the new fast system of disseminating "Hot Information Reports" by teletype and an expedited hard copy delivery, sometime around the middle of May. The new system will materially expedite the flow of information. It will also result in completely eliminating "follow-up CS Reports" to teletyped reports. This may save as much as 10% of the effort now being devoted in Headquarters to the production of Information Reports.
2. Proofs of Forms la, la-1, lb, lc and ld, all Information Report Forms with specialized applications have been received from the printer and are undergoing intensive review.

25X1A9a

General Information

I. IAC- AHIP - WGIR

a. I attended the regular bi-weekly AHIP meeting, held this week at the Pentagon to permit viewing some of the Air Forces' recently installed Minicard Equipment. Delivery and installation of the complete system is somewhat less than 50% complete.

b. 19 May 1956 will mark the first anniversary of AHIP.

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c. AHIP's chairman reported that [REDACTED] OCR recently attended and participated in a demonstration of a new documentation indexing and finding system developed by Documentation, Inc. The system, which appears to be primarily applicable in smaller reference areas is known as EDIAC. Our Management Office (presumably Mr. [REDACTED]) will arrange a further demonstration for interested persons.

25X1A9a

25X1A6b

2. Forms Authorized for Field Use [REDACTED] - Action on requisition 25X1A9a from [REDACTED] for 233 forms is almost completed with work to be accomplished on only 7 forms. The following information covers the current status on the requisition from the Chief, Supply Division for 608 forms:

a. Agency Forms:

Covered By Directives	184
Acted Upon	193*
To be acted upon	90
* Includes 27 duplicate and 14 obsolete forms	467

b. Standard Forms:

Covered by Directives	6
Acted Upon	106*
To be acted upon	2

114

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General Information 2b continued

\* Includes 93 covered by S.O.  
memorandum - more information  
required, also includes 13 obsolete  
forms.

c. Other Forms:

To be Acted Upon	27	<u>27</u>
GRAND TOTAL	608	

Pending Actions Summary

Type	DD/I	DD/P	DD/S	STOCK	TOTAL
New	5	5	3	-	13
Revision	4	6	12	2	24
Reprint	1	1	1	7	10
Total	10	12	16	9	47

Completed Actions Summary

Type	DD/I	DD/P	DD/S	STOCK	TOTAL	NUMBER OF COPIES
New	-	-	-	1	1	255,000
Revision	1	-	-	4	5	239,000
Reprint	5	4	1	17	27	1,113,960
Total	6	4	1	22	33	1,607,960

Redesignated - 3  
Obsolete - 1

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